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**State of Nevada**  
**Department of Education**  
**Notification of Arrest of Licensed Employee**  
**(Please Print Clearly)**

[NRS 391.055](#) requires that the superintendent of schools of a Nevada school district or the administrative head of a Nevada charter school notify the Department of Education by submitting this form any time a licensed employee is arrested for an act which may be a ground for revocation or suspension of his or her license pursuant to [NRS 391.330](#) (see page 2). This notification must be made within 15 calendar days after receiving notification or obtaining knowledge of the arrest. Notification is not required in the case of traffic violations or misdemeanors not involving a minor.

**Complete this form to the best of your knowledge and ability and submit to the Office of Educator Licensure, southern office, Attn: Background Analyst.** Submission may be via U.S. mail, email, fax, or hand delivery.

This is an: ☐ Initial Notification ☐ Update to an existing case

School District or Charter School Name: \_\_\_\_\_

Name of Arrested Employee: \_\_\_\_\_ License #: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_ Crime(s)/Act(s) for which arrested: \_\_\_\_\_

Was any alleged victim a minor? ☐ Yes ☐ No ☐ Unknown

Is the crime(s) for which this employee was arrested a possible ground for suspension or revocation of his/her educator license? ☐ Yes ☐ No If yes, on what grounds? (See page 2) \_\_\_\_\_

Have criminal charges been filed against this employee? ☐ Yes ☐ No

If yes, complete the following:

Charge 1: \_\_\_\_\_ Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Court name/address: \_\_\_\_\_

Charge 2: \_\_\_\_\_ Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Court name/address: \_\_\_\_\_

(Use additional sheets if necessary to list all charges and courts of jurisdiction)

**Specify administrative action(s) taken against this employee following his/her arrest, if any:**

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**Has this employee been convicted of a crime in relation to the above arrest?** ☐ Yes ☐ No

(Note that a plea of guilty or nolo contendere is considered a conviction.)

If yes, specify crime(s) for which employee was convicted: \_\_\_\_\_

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If employee was acquitted or charges were dismissed, what was the final court disposition in his/her case? (If applicable/known) \_\_\_\_\_

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**Does the Board of Trustees (or other governing body, if a charter school) recommend the suspension or revocation of this employee's educator license on the basis of the conviction(s) listed above?**

☐ Yes ☐ No ☐ Not at this time **If yes, we recommend:** ☐ Suspension ☐ Revocation

Pursuant to [NRS 391.330](#), The State Board may suspend or revoke the license of any teacher, administrator, or other licensed employee for (1) immoral or unprofessional conduct; (2) evident unfitness for service; (3) physical or mental incapacity which renders the employee unfit for service; (4) conviction of a felony or crime involving moral turpitude; (5) conviction of a sex offense under [NRS 200.366](#), [NRS 200.368](#), [NRS 201.190](#), [NRS 201.220](#), [NRS 201.230](#), [NRS 201.540](#), or [NRS 201.560](#) in which a pupil enrolled in a school of a county school district was the victim; (6) knowingly advocating the overthrow of the Federal Government or the State of Nevada by force, violence or unlawful means; (7) Persistent defiance of or refusal to obey the regulations of the State Board, the Commission or the Superintendent of Public Instruction, defining and governing the duties of teachers, administrators, and other licensed employees; (8) Breaches in the security or confidentiality of the questions and answers of the examinations administered pursuant to [NRS 389.550](#) or [NRS 389.805](#) and the college and career readiness assessment administered pursuant to [NRS 389.807](#); (9) Intentional failure to observe and carry out the requirements of a plan to ensure the security of examinations and assessments adopted pursuant to [NRS 389.616](#) or [NRS 389.620](#); or (10) an intentional violation of [NRS 388.5265](#) or [NRS 388.527](#).

**The foregoing facts as stated are true and correct to the best of my knowledge.**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notification to licensee by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ File created Date: \_\_\_\_\_ Convicted? ☐ Yes ☐ No NASDTEC Entry? ☐ Yes ☐ No

Recommend Board Action? ☐ Yes ☐ No Hearing Requested? ☐ Yes ☐ No

On Board Agenda \_\_\_\_\_ Board Action: ☐ Suspend ☐ Revoke ☐ No Action  
(date)

Action on License: ☐ Suspend ☐ Revoke ☐ No Action Date: \_\_\_\_\_